

STANDING OPERATING PROCEDURES
Autocraft Shop
SAFETY GENERAL GUIDELINES

June 2000

1. References:

- a. AR 215-1
- b. AR 385-10
- c. AR 385-40

2. Purpose: This SOP establishes minimum procedures and guidelines for the Safety Program, within the Autocraft Shop for the purpose of ensuring a safe and healthy environment at all times for participants, volunteers and spectators involved with the Autocraft Shop.

3. Objectives:

- a. Prevention of injuries and accidents at the Autocraft Shop.
- b. To ensure the Autocraft Shop staff are safety conscious at all times.
- c. Identify unsafe activities and equipment

4. Responsibilities:

a. The Community Activities Center Manager is responsible for the overall Autocraft Shop Safety Program. The CAC Manager will spot-check the safety practices of each activity quarterly to ensure no unsafe acts are being performed or practiced. The CAC Manager will update this SOP annually.

b. Autocraft Shop Manager should ensure that all staff receive instructions in basic first aid and CPR techniques when applicable within the first 6 months of entrance on duty. The local Red Cross Office will assist in providing qualified instructors to train staff members in these courses.

5. General

a. Autocraft Shop Manager will review the Safety SOP and pertinent program annex semiannually (Oct and Apr).

b. Each Activity Manager conducting a program will inspect program apparatus, equipment, facility and area prior to the start of the program to ensure no unsafe conditions exist. If an unsafe condition exists which may lead to a person's personal injury or death, the program will be delayed, curtailed or canceled until the condition is corrected.

c. The Autocraft Shop Manager will actively support the Fort Monroe Safety Program, ensuring deficiencies noted during inspections are expeditiously corrected. Safety publicity posters and safety signs will be prominently posted where needed.

6. Accident Reporting: Accidents which occur that cause bodily harm to a participant or staff member must be immediately reported to the CAC Manager, and the Post Safety Officer (NLT 24 hours from time of accident). Report will be in writing detailing the nature of the accident, cause of, result of, and what needs to be done to prevent the accident.

7. Emergency Medical Procedures:

a. In the event a staff member or participant is injured, the nearest medical authority will be notified as quickly as possible. Staff members will take necessary action to remove or eliminate the hazard which caused the accident but not at the risk of injury to self. Staff members will initiate appropriate first aid (as dictated by the injury or life-threatening situation), and continue to monitor the victim until medical personnel arrive on the scene. It is important that Autocraft Shop personnel *remain calm, keep the victim comfortable, treat the life-threatening injuries first, and reassure the victim that help is on the way.*

b. Notification of kin - In the event of serious injury which may result in death, or in the event of a fatality in a Sports/Fitness program, the activity manager or group leader will immediately notify the CAC Manager or next higher authority. Staff members will not notify the next

of kin. Proper authorities (i.e., Red Cross, Chaplain's Office), will be notified by the CAC Manager or high level and asked to contact the next of kin. It must be understood that in emergency circumstances, the Autocraft Shop Manager and staff must remain calm and be sensitive to the involved parties and family members.

c. Each activity will have a first aid box in the facility stocked with basic first aid supplies.

8. Fire Prevention and Protection:

a. The Autocraft Shop Manager will ensure compliance with AR 420-90, Fire Prevention and Protection.

b. Fire exits will be clearly marked

c. Fire evacuation plans will be posted throughout the Autocraft Shop. Facility Managers will conduct periodic fire drills to ensure staff are aware of evacuation procedures.

d. Fire extinguishers will be checked on a monthly basis by the Activity Manager. Each fire point will be clearly marked. Defective extinguishers will be taken to the Community Fire Marshal for replacement or recharging. Each extinguisher will have operating instructions posted on the container.

e. Supplies and equipment will be stored in a manner which prevents the spread of fire (i.e., noncombustible material will be stored to serve as a fire brake where practical).

f. All trash cans will be emptied daily to prevent the build up of combustibles.

9. Eye Protection: Potential hazards and activities exist in the Autocraft Shop which may lead to eye injury. These activities will be identified and preventive precautions taken to reduce the risk of eye injury. The following are identified as potential hazards and what is to be done to prevent injury.

Chemical spills/battery acid: Emergency eye wash basins required in the facility.

10. Protective Clothing and Equipment:

a. Autocraft Shop staff involved in the routine movement of heavy equipment will wear steel reinforced boots to prevent injury to the foot.

b. Autocraft Shop staff working with cold weather programs will take necessary precautions to prevent frostbite. Loose but warm clothing, dry socks, ear protectors, gloves, etc, will be worn.

c. Autocraft Shop staff working with summer programs which require great amounts of exposure to the sun will take precautions to prevent sunburn. Sun hats, sun screen ointments, and shirts should be worn at all times.

11. **Ear Protection:** Activity Managers will identify those areas in their facilities that have a high noise level, which may result in temporary or permanent hearing loss. These areas will be clearly marked and the activity will make ear protectors available for use. Employees are required to wear the ear protectors while on duty in these areas.

Preventive Maintenance Program:

a. Power tools and equipment will be checked on a daily basis and weekly basis to ensure proper operability. Defective equipment will be turned in for repair as soon as possible.

b. Daily inspections of facilities and equipment are necessary. Managers will ensure that upon opening a facility, no safety hazard is present. If one exists, it will be immediately rectified, or identified as needing repair and removed from service.

Participant Supervision:

Persons utilizing an Autocraft Shop service are under the supervision of the Autocraft Shop Manager. At no time will a participant be allowed to perform an unsafe action. Participants who fail to follow the rules and regulations of the activity will be removed from the facility or program. The Autocraft Shop will not allow one person's unsafe actions to result in injury to another party.

14. **Prevention of slips, trips and falls:** Wet floors will be marked with "wet floor" signs. Autocraft Shop walkways and stairways will be kept clear of hazards that may cause tripping.

15. **Material Handling of Hazardous Chemicals/Supplies:**

a. Autocraft Shop Manager will:

(1) Maintain a listing of hazardous chemicals and materials used or stored to their work area.

(2) Obtain an MSDS for each hazardous chemical or material.

(3) As products are removed from a shipping container or unit packaging, Autocraft Shop Manager or designated representative must ensure appropriate labels are applied to the product before its use or further distribution.

(4) Make MSDS and hazardous chemical list available to employees upon request. MSDSs must be readily available to employees on all shifts.

(5) Provide hazardous material handling information and training to new employees.

(6) Provide the required personal protective equipment and enforce compliance with the MSDS requirements.

(7) Request MSDS from suppliers when ordering hazardous chemicals.

(8) Semiannually forward copies of hazardous chemical lists to the Post Safety Office, ATTN: ATZG-S notify Post Safety Office of changes to chemical lists.

b. Employees will:

(1) Review MSDSs and local SOPs and become familiar with the hazards associated with the chemical, the first aid and emergency procedures.

(2) Check labels and MSDSs on incoming containers for information about the chemical, and handle the materials accordingly.

(3) Follow proper storage and handling procedures hazardous chemicals.

(4) Report all leaks and spills of hazardous chemicals

(5) Wear prescribed personal protective equipment

(6) Practice good personal hygiene and working habits around chemicals.

Conclusion:

- Autocraft Shop Manager must ensure that this written Safety SOP is available to employees or their designated representatives and other authorized government officials upon request.

Safety is everyone's business! As an Autocraft Shop staff member you are responsible for the safety and conduct of participants and programs. Do your best; do it right the first time, and use common sense.



RON FINCHUM

Community Activities Center
Manager